



Department of Development
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TO: Board of Works

FROM: Chandler M. Poole, Director of Development

DATE: August 28, 2009

RE: Surplus Items

The items listed below are no longer in use and need to be declared surplus.

	<u>Item</u>	<u>Estimated Value</u>
1.	Large old wooden desk	scrap
2.	23" x 15" white rolling cart	\$ 5
3.	35" x 29" laminate table	\$ 10
4.	1 black task chair	scrap